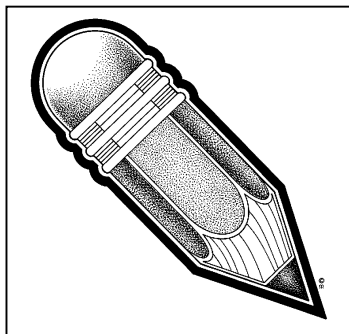


## Chapter 6: Map Updates

### Section Summaries:



#### **Introduction**

The Census Bureau requires you to submit on paper maps boundary and street feature updates for the Address List Review program. This is true whether you are using the Block Housing Unit Summary List on paper or in computer-readable files.

#### **Boundary and Annexation Survey (BAS)**

The Boundary and Annexation Survey (BAS) is used to obtain an ongoing inventory of boundaries for legal entities such as counties, incorporated places, minor civil divisions, and American Indian reservations. The BAS is mailed to a “certifying official” (anyone who has legal authority can verify and sign off on boundary changes) in each jurisdiction to collect information about boundary changes and changes to jurisdiction names and legal descriptions.

#### **Boundary Updates**

If you notice incorrect boundaries for your jurisdiction during your review of the maps, you may annotate the Census Bureau maps with the correct boundary information. You must get the certifying official to sign the certification box on the map and complete the Local Update of Census Addresses Program Annexations and Detachments form before the Census Bureau will accept the changes.

#### **Street and Road Updates**

In addition to making boundary updates to the Address List Review maps, we are requesting that you correct the maps to show any new streets that have been added in your jurisdiction since the production of the maps. These new streets should be drawn, and labeled with their names. In addition to new streets, update the maps to show any missing street names, street name corrections, or streets that do not appear in the correct relationship to the boundaries on the maps.

#### **The Map Sheet-Block Number Relationship List**

This list shows which Census 2000 block numbers are on which Census Bureau map(s).

## Examples of Updates

Under this section there will be several examples of updates that can be made to the maps.

### Introduction

The method to update your Block Housing Unit Summary List is your choice, using paper lists or computer-readable files, but both methods require paper maps. Both boundary changes and street changes can be made using the Address List Review maps. Update the maps to show the location of any missing streets, street name corrections, and other information about streets, such as their location in relation to the jurisdiction boundary or incorrectly displayed intersections. In addition to the maps there is a Map Sheet-Block Number Relationship List provided, to help you locate the map sheet(s) on which certain blocks appear.

### Boundary and Annexation Survey

To obtain an ongoing inventory of boundaries for legal entities, the Census Bureau began an annual BAS in 1972. The BAS is mailed to **all** incorporated places, MCDs, and counties or statistically equivalent entities in the three-year period before each decennial census. The BAS collects a record of changes to jurisdiction names and legal descriptions (that is, city, town, village, township, borough, and so forth), an annual update of the universe of legal entities, as well as information about boundary changes.

The Census Bureau's computerized geographic data base of the entire Nation, the TIGER data base, stores information about features (such as roads, rivers, lakes, railroads, and power lines) and all geographic entities. All boundary and area information obtained through the BAS is entered into the TIGER data base so that all subsequent map and Census address list products reflect these changes.

### Boundary Updates



During the Address List Review, you may find incorrect boundaries for your jurisdiction on the Census Bureau maps. Census Bureau maps for most areas, however, reflect changes from previous BAS activities, such as the 1998 BAS. The Census Bureau is giving authorization to the Address List Review participants to make the necessary corrections to the Census Bureau maps, and to the corresponding Block Housing Unit Summary List. It is not necessary to do a

100 percent review of the boundaries for your jurisdiction as this is not the intent of Address List Review; the BAS will handle this in a separate operation. If you do find inconsistencies and want to make the corrections to the Census Bureau maps, use the following guidelines:

- Update the boundary shown on the Census Bureau map(s) using a red pencil if the boundary shown does not correctly depict the current legal boundary of your jurisdiction. For boundary changes, draw the new boundary and cross out the portion of the boundary that is incorrect using a string of red “Xs.” Add the authorization type (ordinance number, local and tribal law, resolution, etc., and the number, and the effective date of each annexation or detachment on the Census Bureau map.

If the boundary change only represents a correction to the Census Bureau map, where the correct boundary was previously reported to us but is not accurately displayed, please correct the boundary using the red pencil, and annotate it with the letters **“BC”** for boundary correction next to the corrected part.

- Complete the Local Update of Census Addresses Program Annexations and Detachments form, listing all legal annexations or detachments. Enter on the form, the authorization type, legal number, and the effective date of each annexation or detachment shown on the map. Be sure to note where one of these actions places your jurisdiction within a new MCD (if any). Also, include the estimated area (square miles or acres) for each annexation or detachment. An example of this form is found in Appendix F.
- Give the corrected map to the “certifying official” for your jurisdiction (staff in the RCC can tell you who this is, if it is not you or you do not know who it is) to have her/him certify the Census Bureau map(s) when the map(s) depict the corrected legal boundary of your jurisdiction. Please enter the requested information in the certification box, located in the lower-right corner of the map sheets, of all maps showing boundary changes.

## **Street and Road Updates**

During the Address Listing operation, the temporary staff of listers were instructed to add new streets to their maps and then complete the address listing. These new streets were then digitized and added to the TIGER data base. Although this operation occurred only recently, there may have been new street features added to your local area. You need to add these new streets to the maps, so we can add them to the TIGER data base so our lists and maps will be comprehensive and current.

The Census Bureau will provide one set of paper maps to each jurisdiction. The Census Bureau maps must be annotated with all needed corrections and returned to the RCC that is responsible for your jurisdiction.

### **Approaches for Updating the Census Bureau Maps**

Make updates or corrections to streets, street names, and/or governmental unit boundaries on the Census Bureau maps based on your most current and accurate map sources or from field observations. Do not add any roads to the Census Bureau maps that do not exist on the ground or at least are under construction. If you are correcting a jurisdiction boundary, make sure that you fill out the Map Certification Box on the Census Bureau map(s).

### **Reading a Census Bureau Map (Map Content)**

Census Bureau maps show some of the same information found on a typical roadmap, such as roads, water features, and governmental unit boundaries. The Census Bureau maps, however, display other information and use symbology unique to the Census Bureau. You will find the following on Census Bureau maps:

- The area outside your jurisdiction is shaded in yellow. Any area that is within your jurisdiction and shaded in green was available for review in 1998. The area without any shading is the area for which you should now review the housing unit count. The orange-shaded areas will be available for review, if they exist, in 2000.

- The top of the map sheet always is toward the North.
- All map sheets contain a legend that describes the symbology used on the maps. (An example of the Legend is found in Appendix G.)
- Located below the legend you may find key numbers. Key numbers are used in congested areas. The key numbers and their corresponding names are printed in the color of the geography represented. For example, water features are in blue, street names are black, MCDs are red, and places are green.
- The "key to adjacent sheets" highlights the map you are reviewing and shows the numbers for all map sheets surrounding the highlighted map.
- A "map certification box" to be completed by the participant for boundary changes.
- Streets, water features, railroads, and their names.
- Jurisdiction codes (FIPS codes) and names for your jurisdiction and for surrounding jurisdictions.

## The Map Sheet-Block Number Relationship List

This list is an index to the Census Bureau maps that has been provided by the Census Bureau for the Address List Review program. This list is printed on 8 ½” x 11” paper and has four groups of columns. All participants will receive this list.

Below is an example of a Map Sheet-Block Number Relationship List.

The United States Census 2000 - - 1999 Address List Review - - Local Update of Census Addresses (LUCA) Program Map Sheet-Block Number Relationship List							
ST/CO: 10/007 Washington, DE List for: Bay City PL104321				Date: 12/10/98 Page: 1 of 1			
2000 Block #	Map # (s)	2000 Block #	Map # (s)	2000 Block #	Map # (s)	2000 Block #	Map # (s)
1100	1,2	1120	2				
1101	1,2	1121	3				
1102	2	1302	3				
1103	2	1303	3				
1104	2	1304	3,4				
1105	2	1305	4,5,6				
1107	2	1306	3,4				
1108	2	1307	3,4				
1109	2						
1110	2						
1111	2						
1112	2						
1113	2						
1114	2,3,4						
1115	1						
1116	1						
1117	1						
1118	3						
1119	1						

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Bureau of the Census

The list is divided into three sections:

- Header Information
- Map Sheet-Block Number Information
- and Footer Information

The Header is at the top of the form and contains:

- The title of the document,
- the State/County (ST/CO) code and the state and county names,
- the local entity name and identification code,
- the date,
- the page number, and the total number of pages.

The Map Sheet-Block Number Information is in the middle and contains:

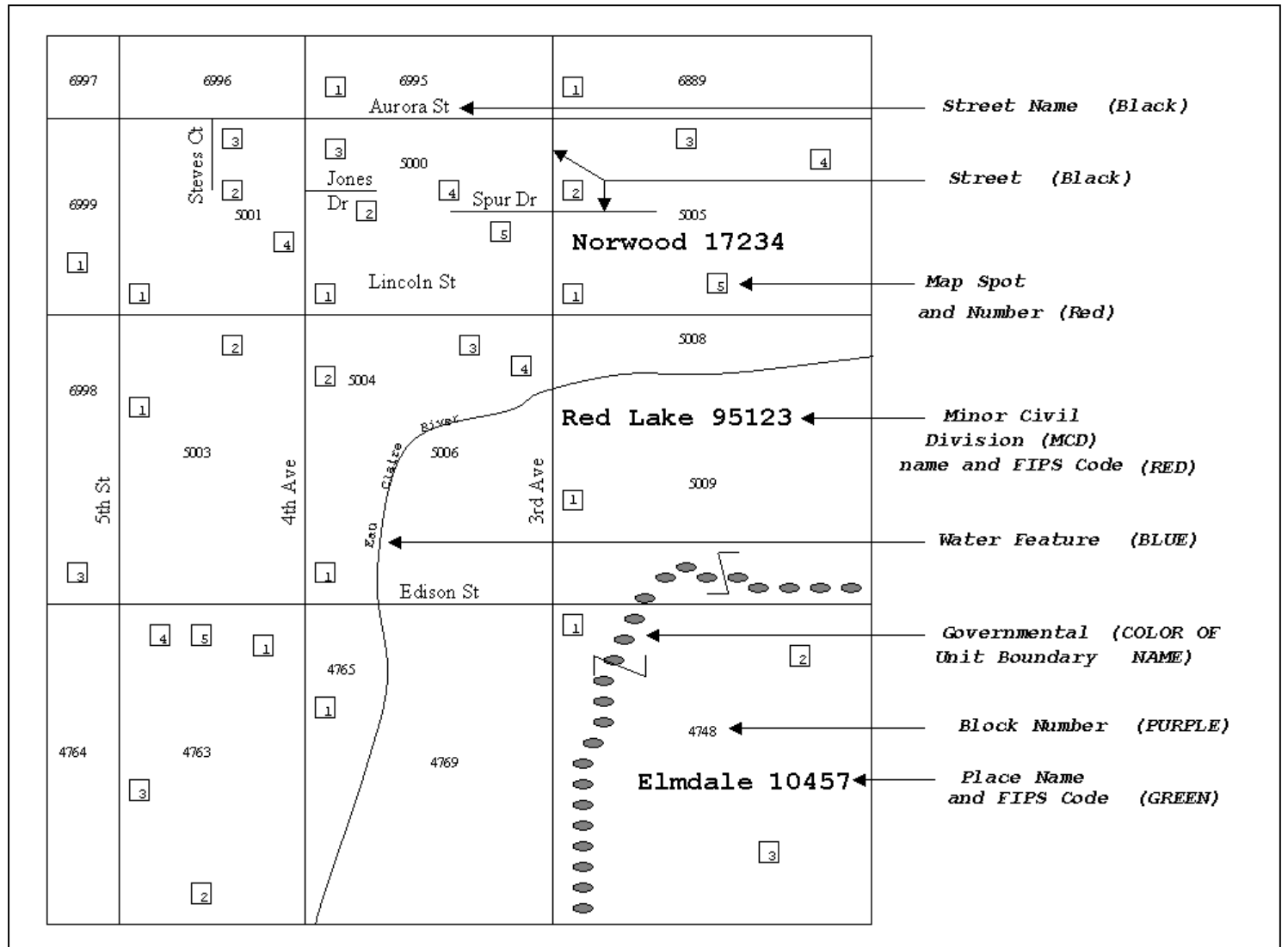
- The Census 2000 Block number,
- and the map sheet number or numbers.

The Footer is at the bottom and contains:

- The form identification number,
- and the names, U.S. Department of Commerce and Bureau of the Census.

**Examples of Updates** This section has examples of the Census Bureau maps and map corrections.

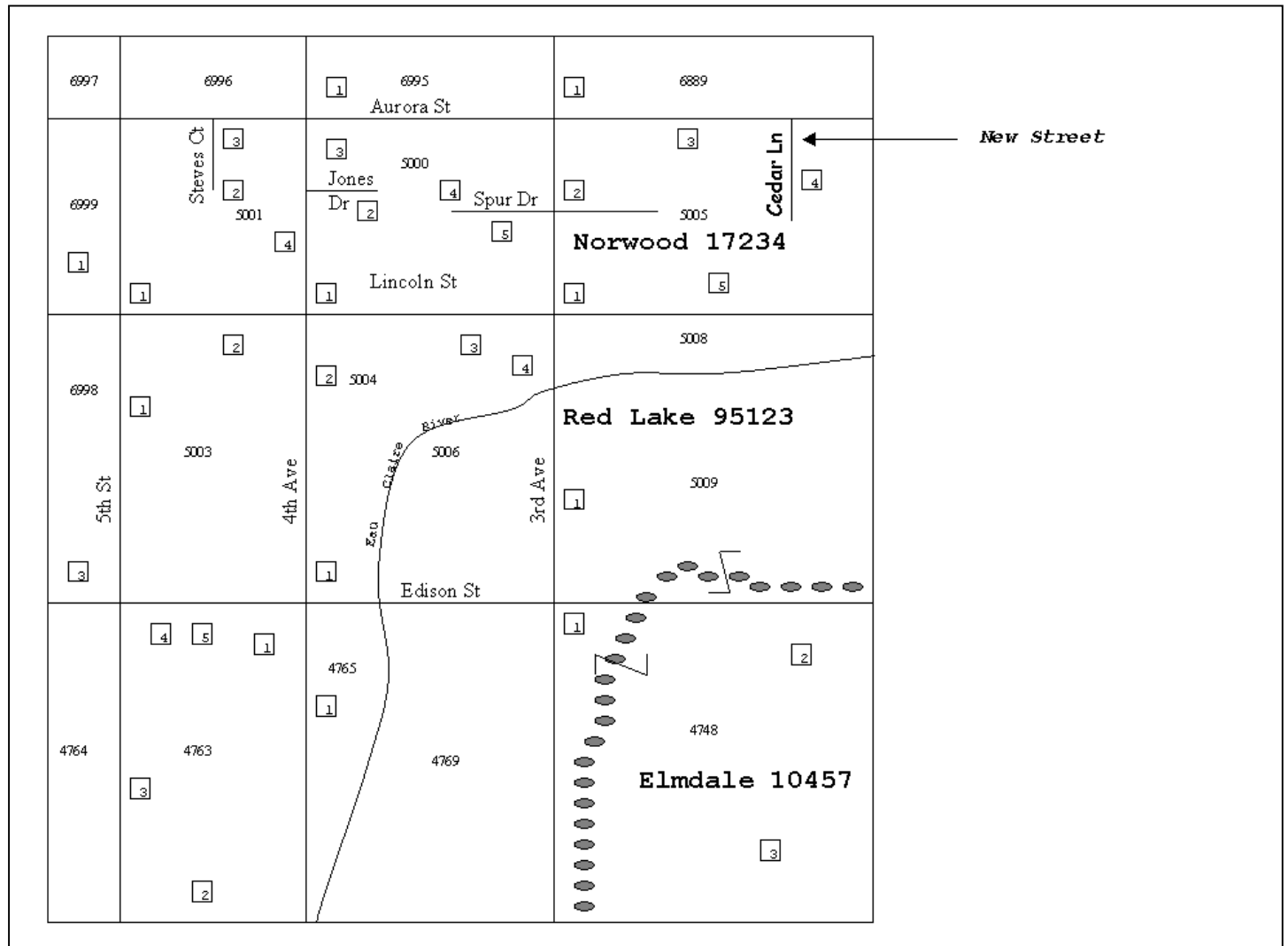
### Example of a Census Bureau Map





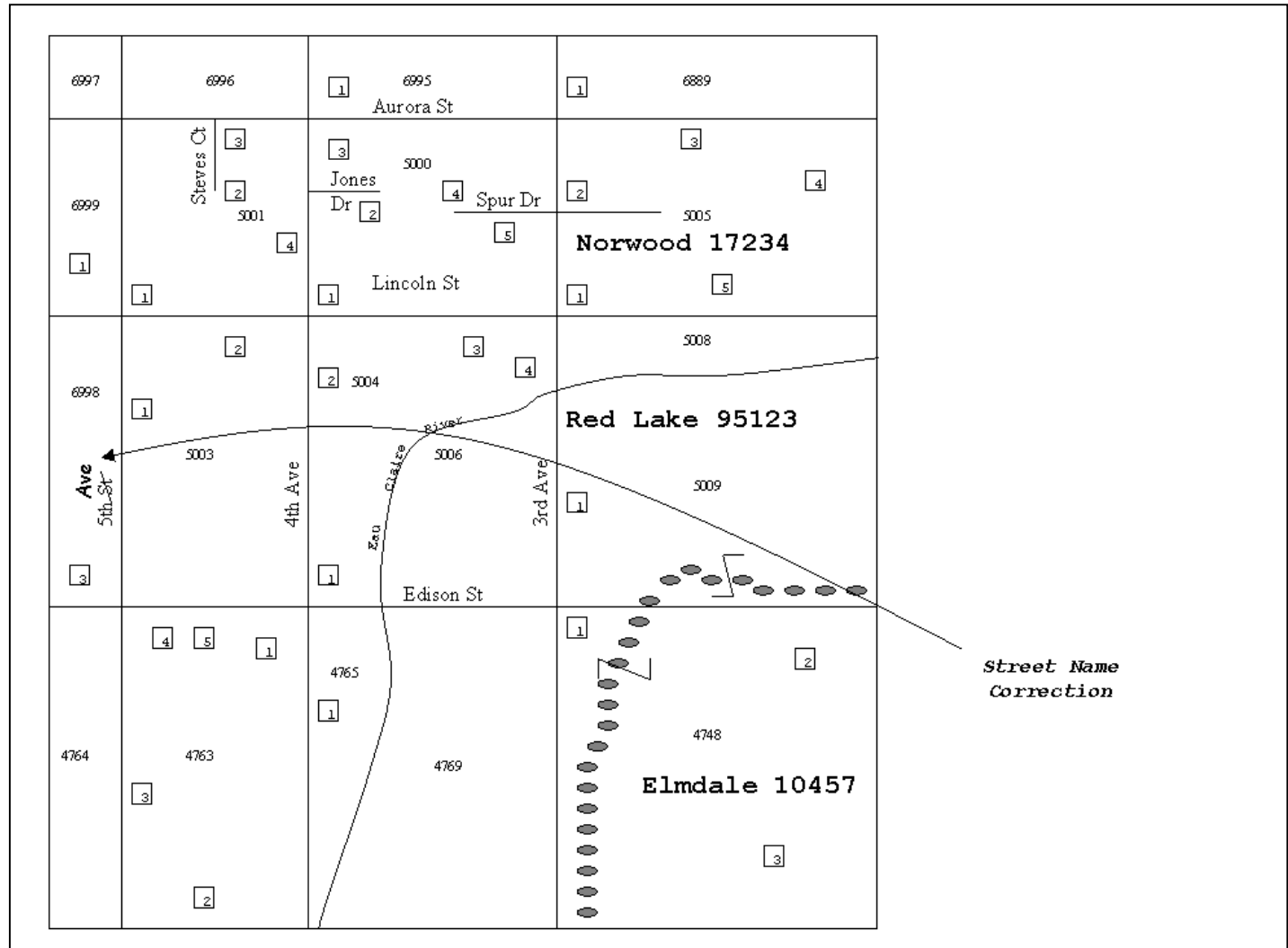
## Example of Adding a Street

A new street named Cedar Ln needs to be added to the Census Bureau map. Draw the new street in the proper location on the Census Bureau map and print the new street name using a **red** pencil.



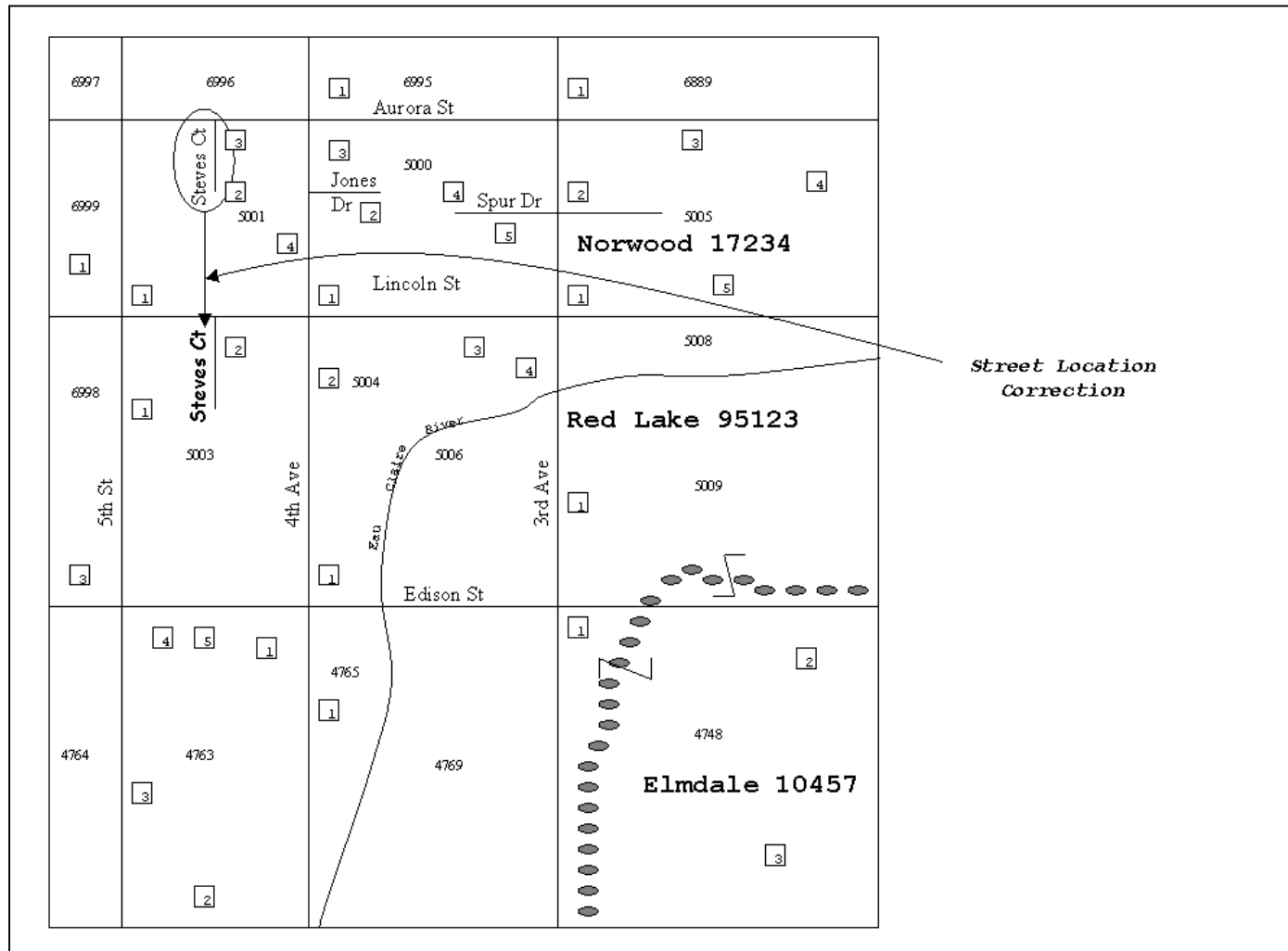
## Example of Correcting an Existing Street Name

The Census address list and Census Bureau maps show Fifth St instead of 5th Ave. Using a **red** pencil, cross out St and print Ave above it. Use double hatch marks to show the extent of the name change on the maps. Also, provide the Census Bureau with any alternate names that may exist for a street by writing this name within parentheses on the Census Bureau map.



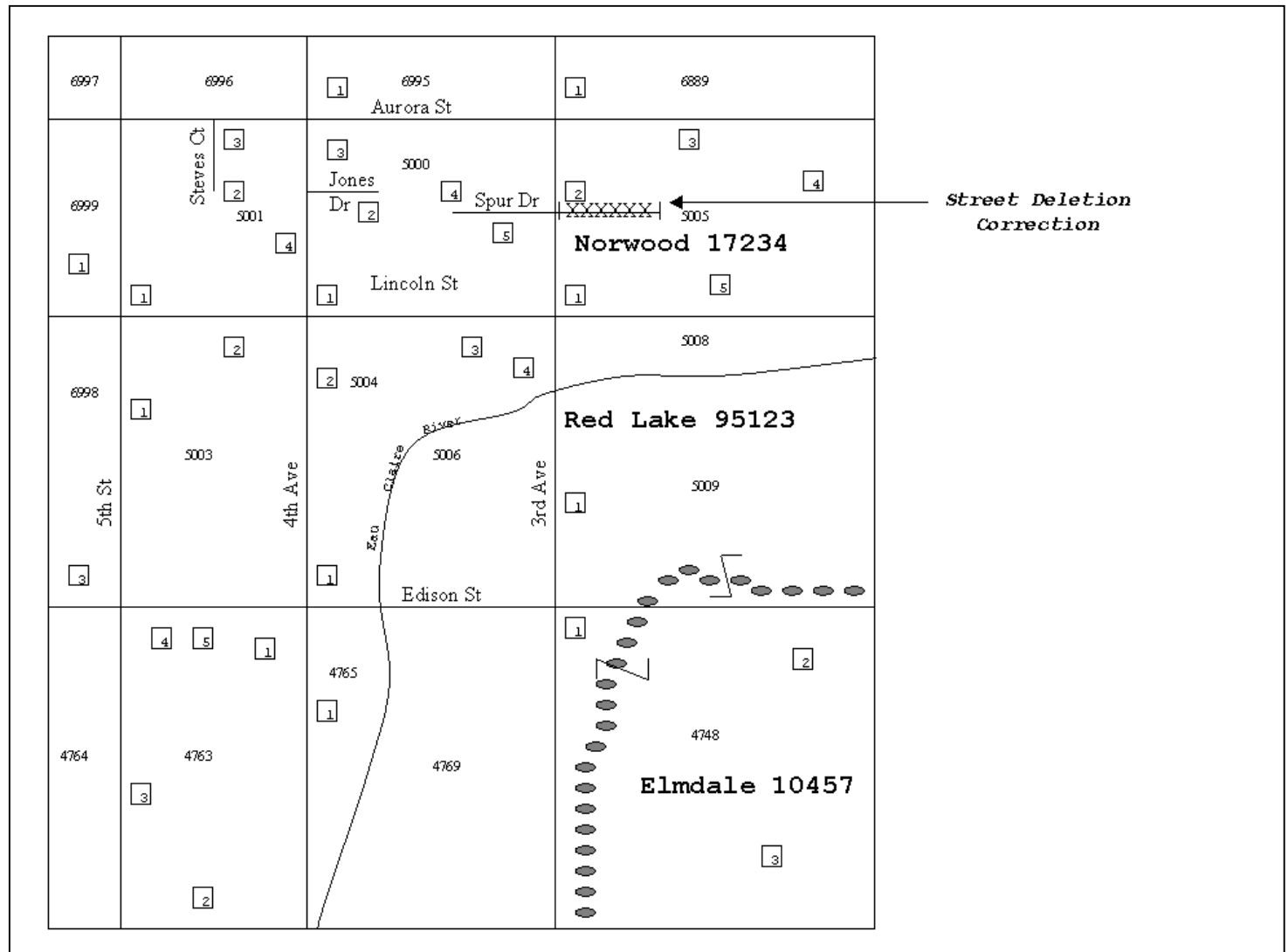
### Example of Correcting a Street Location

Steves Ct is shown to exist in census block number 5001 on the Census Bureau map. Your sources indicate that this is incorrect and that Steves Ct is really one block further south, in census block number 5003. Using a **red** pencil, circle the feature in its current location, draw an arrow to the correct location, and then redraw the street and print the street name.



## Example to Delete a Street

Spur Dr in census block number 5005 has been removed and the street no longer exists. Use a **red** pencil to X out Spur Dr and its name. (Use hatch marks to define the extent of the deleted segment when only part of the street is being deleted.)



## Example of Boundary Changes

The existing boundary shown in census blocks 4748 and 5009 is incorrect, according to the local source materials. Update the Census Bureau map by using a red pencil: Draw the new boundary in its correct location and cross out the portion of the boundary that is shown incorrectly using red "Xs." Add the authorization type and number (ordinance number, local law, etc.) and the effective date of each annexation or detachment on the Census Bureau map.

